

~~CONFIDENTIAL~~

sep 1968  
attended

MEMORANDUM FOR:

MR. [REDACTED]

25X1A9a

SUBJECT : Invitation to Address the Support  
Services Course for Career Trainees

1. This is to confirm arrangements made by telephone on Thursday,  
19 September 1968.

2. You are invited to present the following subject \_\_\_\_\_  
"Records Administration in CIA"  
to the Support Services Course for Career Trainees on Thursday,  
17 October 1968 1400 - 1450 in Room 6 [REDACTED].

25X1A6d

3. Attached are a schedule and a guidance sheet which tells of  
the nature of the course, the student body, and gives some suggestions  
for handling your subject. If you desire any further assistance in  
the preparation of your presentation, please contact the Course Chief  
Instructor, [REDACTED] on extension 3568.

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[REDACTED]

FOIAb3b

JOHN RICHARDSON  
Director of Training

Attachments:

- A. Schedule
- B. Speaker Guidance

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENTS